

## **Advocacy**

- Create visuals that can be used to share the impact of your clients after school program:
  - Videos
  - Infographics
  - Reports for different audiences (Advisory Board, School Personnel, Parents, Partners, Community Members)
- Meet with school partners, boards, principals and other stakeholders to share positive impact of 21st CCLC Programming
- Assist Community Based grantees with school communication and securing data (Grades, Test Scores, Student Data)

## **Best Practices**

### **Local Evaluation**

**As IDOE 21<sup>st</sup> CCLC centers efforts around high-quality programming, we are continually committed to supporting the development of 21<sup>st</sup> CCLC Local Evaluation efforts, as well.**

**All of the Best Practices on this document were submitted by evaluation experts in Indiana that currently evaluate 21st CCLC programs. The items included in this document are in no way required by IDOE, but merely suggestions from the field. Thank you to all of the Local Evaluators that contributed their ideas for this Best Practices guide!**

## **Technical Assistance**

- Share Mid-Year Progress Reports with Program Director, to help them see if they are on track to meet their goals
- Ensure grantees understand basic evaluation practices and their role in meeting their goals (Logic models, outcomes vs. outputs, etc.)
- Provide additional training or discussion around the IN-QPSA process
- Help grantees understand IDOE expectations for grant compliance, on-site monitoring, and renewability
- Create an evaluation timeline that includes EZ Reports Deadlines, Evaluation Reporting, IN-QPSA, Site visits, etc.
- Adapt your support model to accommodate the needs of the grantee, especially for new grantee that may require additional assistance
- Serve as a continuous source of institutional knowledge as staffing changes occur in their programs

## **Data Management**

- Ensure that your organization has access to the 21st CCLC Data Management System
- Attend Data Management System trainings (in person and online)
- Help grantees understand data reporting options in 21st CCLC Data Management System
- Identify critical data points on which grantees should focus
- Ensure the annual Local Evaluation Report is comprehensive and follow the guidelines found in the Executive Summary Template provided by IDOE

## **Relationship Building**

- Connect with grantees via personal emails and supportive phone calls
- Deliver consistent and purposeful communication with grantees
- Conduct site observations/interviews (once a semester and in the summer if applicable)
- Set meetings with grantees and stakeholders (schools, partners, advisory board) to share local evaluation reports, help build engagement, and foster collaboration